



Pre-ETS Summer Work Experiences 2021

*Authorizing, Billing, and Reporting for Work Experiences & Wage
Reimbursement*



VIRGINIA DEPARTMENT FOR AGING
AND REHABILITATIVE SERVICES

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Summer Work Experiences

- VRC will discuss goals with the student & family and complete the SWE Student Information Form
- VRC will determine what can be provided in-house (consult with business/placement team) and what needs to be vended out.
- VRC will staff with the ESO and provide the following documentation:
 - Pre-ETS Referral Form, SWE Student Information Form, and IEP (docs typically received from school)
 - Specifics about what the SWD is being referred for
 - Authorization for hours discussed during staffing.



SWE 2021 Authorization Best Practices

- Our goal for this summer is to authorize all anticipated service units needed to support work experiences (including wage reimbursement) upfront in a single authorization.
 - Please refer to the ‘SWE 2021 Authorizing Best Practices’ document.
 - Not a requirement, just aspirational to accurately forecast spending for the summer



Individual Work Experience (S11001WE) Limits

- No more than 8 weeks or 120 hours (whichever comes first) at a single business.
- Can authorize up to 14 hours prior to beginning of WE for “development” activities such as team planning meetings, developing the WE agreement, working with the business, job task analyses, natural support facilitation, etc.
- Can authorize up to 4 hours after completion of the WE for debriefing the work experience.



IWE (S11001WE) Reports

- Vendor must complete the Work Experience Agreement (PreETS-2) and share with VRC
 - WE site and Skills trainer information
 - Student, Business, ESO, and VRC responsibilities
 - WE schedule
 - WE objectives & competencies (skill development, knowledge, experiences, exploration to achieve)
 - Onsite skill training supports fading plan
 - Signed by all parties



IWE (S11001WE) Reports

- Vendor must provide a Work Experience Report (PreETS-4) monthly along with invoicing.
 - Describes student and services provided to-date
 - Student progress with:
 - WE Responsibilities/Objectives
 - WE Competencies
 - Student performance observations, experience summary, and recommendations.
 - Student perspective/reflection (done monthly until WE completion)



Group Work Experience (S11001WEg/S11001WEgH) Limits

- No more than 8 weeks or 40 units (whichever comes first) at a single business.
- Can authorize up to two (2) days per student prior to beginning the WE for “development” activities such as:
 - team planning meetings, developing the WE agreement template, working with the business, job task analyses, natural support facilitation, etc.
- Can authorize up to one-half (.5) full-day or one (1) half-day unit per student after completion of the WE for debriefing the work experience.
 - Would be .5 units of the full-day group code (S11001WEg) or 1 unit of the half-day group code (S11001WEgH).



GWE (S11001WEg/S11001WEgH)

Authorizing

- S11001WEg and S11001WEgH are authorized at a group full or half-day rate per student.
 - Full day is over 3 hours/day
 - Half day is 3 or fewer hours/day
- ESO can be authorized up to 42.5 (full day) or 45 (half-day) service units:
 - Pre-service days (up to 2 full days or 4 half days per student) needed to plan and develop the work experience
 - Anticipated total days/half-days needed to support the actual work experience (up to 40 units)
 - Post-service units (.5 full days or 1 half-day per student) needed to debrief



GWE (S11001WEg/S11001WEgH) WE Agreement

- The Work Experience Agreement (PreETS-2) is required for group work experiences.
 - Agreement will be a standard template for the students with certain customizable fields for individualized details such as:
 - Student's name/PID/counselor/contact information
 - Work experience competencies specific to the student
 - Any other specific comments related to the student's participation in the group WE



GWE (S11001WEg/S11001WEgH)

Reports

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 - WE Responsibilities/Objectives
 - WE Competencies
 - Student performance observations, experience summary, and recommendations.
 - Student perspective/reflection (done monthly until WE completion)



During Service Inclusions/Activities

- When the WE has begun, some examples of authorized activities by the vendor include:
 - Provide onsite orientation and oversight support as identified in Work Experience Agreement. Communicate with DARS counselor and family if an alternate amount of onsite support is required.
 - Promote direct communication between business employees and student
 - Notify DARS counselor within one business day if there are any challenges at work site.
 - Provide weekly work experience progress updates to DARS counselor and, as appropriate, family and school representative.



Pre/Post Surveys

- A pre/post survey should be completed with all students for Individual and Group Work Experiences
 - Pre-Survey shared with VRC along with first monthly invoice/reports
 - Post-Survey shared with the VRC upon completion of the work experience, with the final month's invoice/reports.



Wage Reimbursement (WEwage) Limits

- No more than 120 hours per student
 - Available potentially for Individual or Group Wes
 - Only approved vendors
- Students MUST be paid minimum wage (\$7.25 now, increases to \$9.50 on May 1)
 - We reimburse at \$2/hr above minimum wage
- May not reimburse wages for WEs in an ESO's business or site for contracted work



Wage Reimbursement (WEwage) Authorizing

- WEwage is authorized at an individual hourly rate
- ESO should complete a single RFA (prior to beginning the WE) for the anticipated total hours a student will work
 - No more than 120 hours total for the WE (individual or group)



Wage Reimbursement (WEwage) Reports

- Vendor must submit a completed and accurate Time Log for PreETS WE Wage Reimbursement (PreETS-6) monthly to the VRC
 - This form should contain:
 - ESO Information
 - Student Information
 - Total hours worked each day of the calendar month.
 - Student and Skills Trainer Signatures





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